



STARS

Student Tracking and Reporting System

**Middle/Senior High School
Period Attendance
User Guide
eSIS v 10.1
Version 1**

**Updated on:
August 18, 2008**



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Overview

Taking attendance is a daily function all schools must perform within the school environment. It generates truancy reports for the District of Columbia Public School System and the individual DCPS schools, as well as keeps track of the student attendance record.

Objectives

Upon completion of this session, participants should be able to:

- Successfully access the Attendance Module of DCSTARS
- Enter Period Attendance in the Class Entry Screen
- Enter whole day and multi-day absences
- Complete Period Attendance in the Mass Entry Screen
- Successfully access and view Student Absences
- Generate individual Student Absence reports

Participant Prerequisites

The participants of this class should have successfully completed the following training classes:

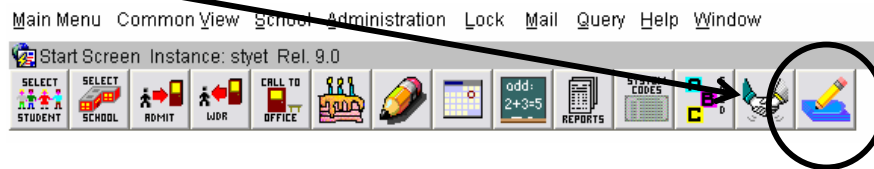
- * Overview



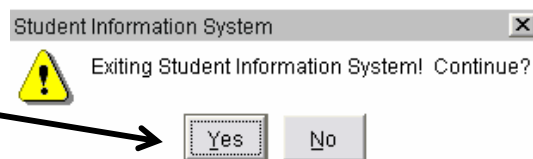
Accessing the Attendance Module

From the DCSTARS start screen, the user is able to begin documenting students' attendance by entering the Attendance Module.

Select the Attendance icon on the DCSTARS toolbar.



Select **Yes** to exit the Student Information System.



The Date field automatically defaults to the current date. If attendance is entered for a different date, manually enter the attendance date.



Click the plus sign to choose a date from the calendar.

Click Ok after the correct date is selected.

The Period Attendance Start Screen will display.



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1) Period Attendance Class Entry Screen

Period Attendance Class Entry Screen is used to mark students absent from class.

The screenshot shows the 'Period Attendance' window. A callout box on the right lists the 'Period Attendance Menu' options:

- Period Attendance (selected)
- Select
- Navigate
- Lock
- Help
- Window
- Mass Entry
- Mass Sign In/Out Entry
- Sign In/Out Entry
- Full Day/Multi-Day Absence
- Class Entry (highlighted)
- Team/Club Entry
- Class Trips Entry
- Bus Entry
- School Closing Entry
- Student Absences
- Verify Registration
- Reports
- Attendance Intervention
- Attendance Tumbles
- Auto Dialer Interface
- Attendance Entry Completion Log
- Exit

Below the menu, a text box says: **Select Class Entry menu option.**

The Period Attendance Class Entry Screen will display. Query to select the desired class (F7, F8 functions).

The screenshot shows the 'Period Att-Class Entry' window. At the top, there is a menu bar with 'Action Edit Record Query Navigate Lock Help Window'. Below the menu bar, there is a dropdown menu for 'EC' and a date field for 'Monday Jun 02, 2008'. Below the date field, there is a 'Classes' section with a table showing the selected class: E01, Sec. 71, S 0, T 0, D 1, P 8, Teacher Lee, Desiree, Room 7002, Absences 0, Lates 0. Below the 'Classes' section, there is a table with columns: A L, Course, Sec., Student Name, Reason, A., Lts., Sign In/Out, Time, Pupil No., and Phone No. The table lists 12 students, all with 'A.' and 'Lts.' values of 0. At the bottom, there is a checkbox for 'Attendance Entry Completed' and a button for 'Inactive Students'.

A L	Course	Sec.	Student Name	Reason	A.	Lts.	Sign In/Out	Time	Pupil No.	Phone No.
<input type="checkbox"/>	E01	71	Battle, Matthew		0	0				
<input type="checkbox"/>	E01	71	Bowman, Toni		0	0				
<input type="checkbox"/>	E01	71	Clegg, Camille		0	0				
<input type="checkbox"/>	E01	71	Dames Jr, Robert Antoni		0	0				
<input type="checkbox"/>	E01	71	Davis, Donrail		0	0				
<input type="checkbox"/>	E01	71	Francisco, Ayind'e		0	0				
<input type="checkbox"/>	E01	71	Franklin, Christian		0	0				
<input type="checkbox"/>	E01	71	Gibson, Deandria		0	0				
<input type="checkbox"/>	E01	71	Green, Davon		0	0				
<input type="checkbox"/>	E01	71	Harper, Victoria		0	0				
<input type="checkbox"/>	E01	71	Horton, Deandre		0	0				
<input type="checkbox"/>	E01	71	Hunter, Shawn		0	0				
<input type="checkbox"/>	E01	71	Huntley, Juwon Eddie		0	0				



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Place a checkmark in the **A** column for absent students and a checkmark in the **L** column for late students.

A	L	Course	Sec	Student Name	Reason	A.	Lts.	Sign In/Out	Time	Pupil No.	Phone No.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Battle,		0	0			9076810	1/2021420-6735
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Bowman,		0	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Clegg,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Dames		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Davis,		0	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Francisco,		0	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Franklin,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Gibson,		0	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Green, Davon		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Harper,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Horton,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Hunter,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Huntley		0	0				

Check the Attendance Entry Complete box to save the attendance, and apply date/time for Attendance Entry

Note: The Reason field cannot be updated on the Class Entry screen. The field will display after entry in the Mass Entry screen.

2) Full Day/Multi-Day Absence

Full Day/Multi-Day Absence screen may be used to enter a single day or multiple days of student absences.

- Period Attendance
- Select
- Navigate
- Mass Entry
- Mass Sign In/Out Entry
- Sign In/Out Entry
- Full Day/Multi-Day Absence**
- Class Entry
- Team/Club Entry
- Class Trips Entry
- Bus Entry
- School Closing Entry
- Student Absences
- Verify Registration
- Reports
- Attendance Intervention
- Attendance Tumbles
- Auto Dialer Interface
- Attendance Entry Completion Log
- Exit

From the Period Attendance Start Screen, go to Period Attendance menu and select the **Full Day/Multi-Day Absence**.



When accessing the Full-Day/Multi-Day Absence screen, the last student previously queried on another screen is automatically defaulted to this screen.

Full-Day/Multi-Day Absence

From Date To Date Absence Reason

View: ☐ Absent ☐ Omitted

Total:

Confirm Selection

The currently selected student is Doe, John. Would you like to select another student to enter attendance for?

Yes No

Click **Yes** to choose another student, and **No** to select the current student.

Please Note: If the user selects YES, query a student from the Select Pupil window (F7, F8 functions). Click the Select button to choose the student.

A screenshot of the "Select Pupil" window from the software interface. The window has a menu bar at the top with options: Action, Edit, Block, Field, Record, Query, Lock, Help, Window. Below the menu bar is a title bar that says "Select Pupil". Inside the main area is a table with eight columns: Pupil Number, Gr., Legal Name, First Name, M/F, Birth Date, School, and Phone. There are ten rows below the header row. A vertical scrollbar is visible on the right side of the table. At the bottom center of the window is a button labeled "Select". In the bottom right corner, there is a small icon representing a person or user profile.



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Enter the first date of absence in the **From Date** field, the last day of absence **To Date** field, and the appropriate absence reason in the **Absence Reason** dropdown menu.

The number of days the student is marked absent will appear and the student's detail record will reflect an absence for each class period.

Select the **Save** button  to store your information

3) Period Attendance Mass Entry Screen

The Period Attendance Mass Entry Screen is a repository of all attendance records entered for a given day. The user is able to enter absence and tardy reasons for each class in this screen.

From the Period Attendance Start Screen, go to Period Attendance menu and select **Mass Entry**.



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Action

Edit

Record

Query

Navigate

Lock

Help

Window

Period Att.-Mass Entry Screen

1 EC

Monday Jun 02, 2008

Defaults:

Class

Office

Tumble

1

Semester

2

Term

1

Day

1

Student Name	Pupil No.	Class Entry	Course	Sec	Teacher	Per	Office Reason
Collier, Matthew	0036040	Absent	English 7	71	Lee, Desiree	8	
		?		?			
Clegg, Camille	0046074	Late	English 7	71	Lee, Desiree	8	
		?		?			
		?	Absent	English 7	71	Lee, Desiree	8
		?	Absent	English 7	71	Lee, Desiree	8
		?	Late	English 7	71	Lee, Desiree	8
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			

ADD

DEL



- Type the pupil number in the **Pupil No.** column.
- Select the ? in the **Pupil No.** column, and query the student by last name and/or first **Pupil** screen.

[illegible]

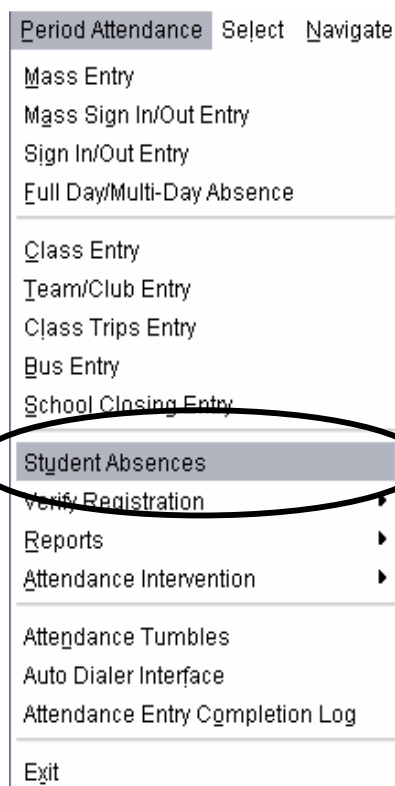


Middle/Senior High School Attendance User Guide

4) Student Absences Screen

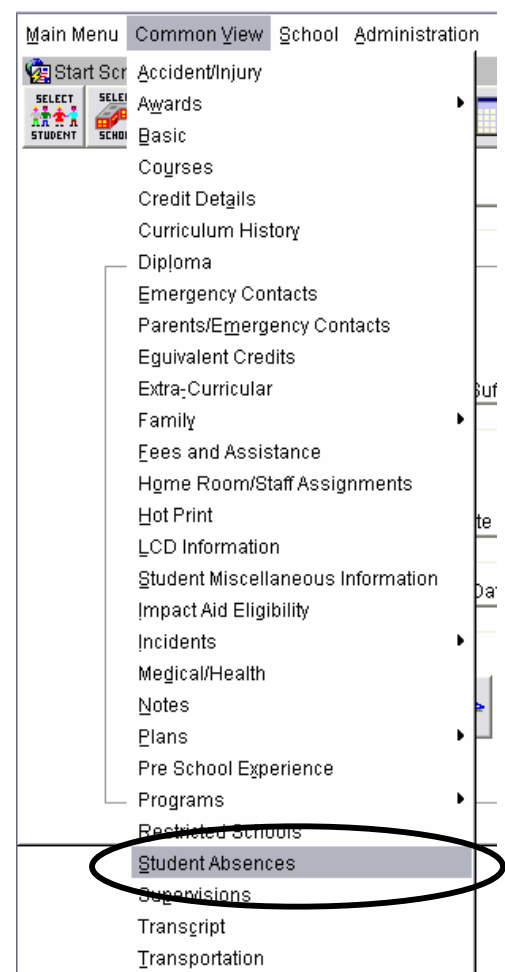
Individual student absence data may be viewed from either:

Attendance module



OR

Common View menu on the
DCSTARS Start Screen





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The student absences shows a list of all class periods for which a student has been marked absent or late along with the Office Reason assigned to the absence.

Action Edit Record Query Navigate Lock Common View Help Window

Period Attendance - Student Absences

EC Hrm No Homeroom RG 27-AUG-2007 Full-Time Alert

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

Guardian: 0- ext.

Authorized 7 Excused 0 Unexcused 127 Total Absences 134 Total Lates 5

☒ View by D... ☐ View by Cla... Semester All Total Pre./Mem. Days 146.00 / 180.00

Select the **View by Date** radio button to view absences/lates according to the date.

Date	Class Entry	Office Reason	Class	Teacher	Auth.
06/10/2008	Absent		AA8	Satill, Lisa	No
06/06/2008	Absent		AA8	Satill, Lisa	No
06/03/2008	Late		AA8	Satill, Lisa	No
05/29/2008	Absent		AA8	Satill, Lisa	No
05/27/2008	Absent		AA8	Satill, Lisa	No
05/13/2008	Absent		AA8	Satill, Lisa	No
05/01/2008	Absent		AA8	Satill, Lisa	No
04/08/2008	Absent	au.Suspended (OS)	AA8	Satill, Lisa	Yes
04/08/2008	Absent	au.Suspended (OS)	L10	Tcheffo, Jean-Marie	Yes
04/08/2008	Absent	au.Suspended (OS)	HC3	Collins, Mark	Yes

Summary Attendance History Modify Absence

Action Edit Record Query Navigate Lock Common View Help Window

Period Attendance - Student Absences

EC Hrm No Homeroom RG 27-AUG-2007 Full-Time Alert

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

Guardian: 0- ext.

Authorized 7 Excused 0 Unexcused 127 Total Absences 134 Total Lates 5

☐ View by D... ☒ View by Cla... Semester All Total Pre./Mem. Days 146.00 / 180.00

Select the **View by Class** radio button to view absences/lates according to the class.

Class	Sec	Sem	Per	Date	Class Entry	Office Reason	Tumble	Period	Total	Auth.
E01	71	0	2	04/07/2008	Absent	au.Suspended (OS)	1	2	1	Yes
M07	71	0	3	02/11/2008	Absent	un.Unexcused Absence	1	2	1	No
P11	71	1	3	02/07/2008	Absent	un.Unexcused Absence	1	2	1	No
F31	71	1	6	02/05/2008	Absent	un.Unexcused Absence	1	2	1	No
HC3	71	0	5	02/01/2008	Absent	un.Unexcused Absence	1	2	1	No
S01	71	0	4	01/30/2008	Absent	un.Unexcused Absence	1	2	1	No
N45	71	1	6	01/28/2008	Absent	un.Unexcused Absence	1	2	1	No
A03	71	1	2	01/24/2008	Absent	un.Unexcused Absence	1	2	1	No
AA8	71	0	1	01/22/2008	Absent	un.Unexcused Absence	1	2	1	No
L10	17	2	3	01/17/2008	Absent	un.Unexcused Absence	1	2	1	No

Summary Attendance History Modify Absence

Select the **Summary** button to view a summary of the student absence data.



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The F7, F8 query functions will not operate in this screen. However, if the user desires to view a different student, manually delete the pupil number, type in the new pupil number, and select the **Query** button.

Action Edit Record Query Navigate Lock Common View Help Window

Period/Days Attendance Summaries

EC

☒ Days

☐ Periods

☐ Reasons

Student: 91223234 Bates, Dajuan

Date Range - Start: 08/24/2007 End: 06/30/2008

Query

This button will allow you to query another student by pupil number only.

Click the **Days** radio button to view a summary of the student absence data according to Days converted to full and ½ day absences.

	Authorized		Excused		Unexcused		Totals		Total Days
	Half	Full	Half	Full	Half	Full	Half	Full	
Monday	0	0	0	0	0	0	0	0	0.00
Tuesday	0	0	0	0	0	0	0	0	0.00
Wednesday	0	0	0	0	0	0	0	0	0.00
Thursday	0	0	0	0	0	0	0	0	0.00
Friday	0	0	0	0	0	0	0	0	0.00
Saturday	0	0	0	0	0	0	0	0	0.00
Sunday	0	0	0	0	0	0	0	0	0.00
Total	0	0	0	0	0	0	0	0	0.00



Action Edit Record Query Navigate Lock Common View Help Window

Period/Days Attendance Summaries

EC

☐ Days

☐ Periods

☒ Reasons

Student: 923048

Date Range - Start: 08/24/2007 End: 06/30/2008

Query

Click the **Reasons** radio button to view the summary of the student absence data according to Reasons converted to full and ½ day absences.

	Authorized		Excused		Unexcused		Totals		Total Days
	Half	Full	Half	Full	Half	Full	Half	Full	
ex.Excused Absence	0	0	2	1	0	0	2	1	2.00
ex.Illness	0	0	1	0	0	0	1	0	0.50
in.Unexcused Absence	0	0	0	0	4	0	4	0	2.00
Total	0	0	3	1	4	0	7	1	4.50





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Action Edit Record Query Navigate Lock Common View Help Window

Period/Days Attendance Summaries

Days ☒ Periods ☐ Reasons

Student: _____

Date Range - Start: 08/24/2007 End: 06/30/2008

Query

Click the **Periods** radio button to view the summary of the student absence data according to Periods.

Period	Authorized	Excused	Unexcused	Total Absent	Total Late
1	1	4	3	8	3
2	0	0	0		0
3	0	0	1	1	0
4	1	2	4	7	0
5	1	3	0	4	1
6	0	3	2	5	0
7	0	7	6	13	0
Total	3	19	16	38	4

From the **Period Attendance – Student Absences** screen, select the Attendance History button

Attendance History. This allows the user to view the students archived attendance history from previous years, including every school attended in the District of Columbia Public School System.

Action Edit Record Query Navigate Lock Common View Help Window

Archived Attendance History

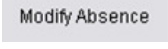
Student _____

Query


Absence History

	School	Year	Member Days	Days Absent	Unexcused Abs.
291	Orr Elementary School	2004	168	37	10
291	Orr Elementary School	2005	180	17	17
417	Kramer Middle School	2006	179	14	57



The Modify Absence button  allows the user with proper authority to make changes to a student's current year attendance records.

Printing Attendance Summary

To print the students Attendance Summary, select the Hot Print button  from the Period Attendance-Student Absences screen.

Select the
Attendance
Summary
checkbox to view
the information.

Action Edit Record Query Navigate Lock Common View Help Window

Hot Print

Pupil No. _____

- | | |
|--|--|
| <input type="checkbox"/> Office Index Card | <input type="checkbox"/> Status Sheet |
| <input type="checkbox"/> Report Card | <input type="checkbox"/> Student Transfer Form |
| <input checked="" type="checkbox"/> Attendance Summary | <input type="checkbox"/> Notes |
| <input type="checkbox"/> Condensed Attendance Summary | <input type="checkbox"/> Suspensions/Notes/Disciplines |
| <input type="checkbox"/> Yearly Attendance Card | <input type="checkbox"/> Student Medication History |
| <input type="checkbox"/> Timetable | <input type="checkbox"/> Student Screening History |
| <input type="checkbox"/> Timetable Next Year | <input type="checkbox"/> Student Verification Form |
| <input type="checkbox"/> Student Transcript | <input type="checkbox"/> Immunization |
| <input type="checkbox"/> Interim Report | <input type="checkbox"/> Withdraw Form |

Select the Hot
Print button.